**LOGISTICS CHIEF**

**Mission:** Organize and direct those operations associated with maintenance of the Temporary Medical Treatment Station environment and adequate levels of food, shelter, and supplies to support the medical objectives.

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| Date: Start: End: Position Assigned to: Initials:  **Position Reports to:** **TMTS Administrator** Signature:  TMTS Location: Telephone:  Fax: Other Contact Info: Radio Title: |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from the TMTS Administrator. Obtain packet containing Logistics Section’s Job Action Sheets. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Determine need to appoint Unit Leaders in Logistics Section; distribute corresponding Job Action Sheet and position identification. Complete the Branch Assignment List (HICS Form 204). |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Establish Logistics Section work area. |  |  |
| Brief Unit Leaders on current situation, incident objectives and strategy; outline Section action plan and designate time for next briefing. |  |  |
| Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements. |  |  |
| Maintain communication with Medical Operations Section Chief and other Sections Chiefs to assess critical issues and resources needs. |  |  |
| Ensure resource ordering procedures are communicated to appropriate Sections and requests are timely and accurately processed. |  |  |
| Ensure Logistics Unit Leaders comply with safety policies and procedures. |  |  |
| Participate in briefings and meetings and contribute to the Incident Action Plan, as requested. |  |  |
| Receive assigned radio and establish two-way communications with the Communications Unit Leader. |  |  |
| Contact the local Public Health Department, in collaboration with the Liaison Officer, as required, for notification, support, and investigation resources. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Planning Chief/MST. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Obtain information and updates regularly from Unit Leaders; maintain current status of all areas; pass status information to Planning Chief. |  |  |
| Ensure the following are being addressed:   * Communications * Information technology/information services * Provisions for food and water for staff * Responder health and well-being * Family care * Provisions of supplies * Facility maintenance * Transportation service * Documentation |  |  |
| Initiate the Resource Accounting Record (HICS Form 257) to track equipment used during the response. |  |  |
| Obtain needed material and fulfill resource requests with assistance of the Finance Section Chief. |  |  |
| Ensure that the Logistics Section is adequately staffed and supplied. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to conduct regular situation briefings with Logistics Section. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, and rest. |  |  |
| Continue to document actions and decisions on an HICS Forms 214 and 213. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |
| Continue to track equipment used during the response on the HICS Form 257. |  |  |
| Continue to update the Sections action plan and implement demobilization procedures, in coordination with the Planning Chief. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. |  |  |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Responder Health & Well-Being Unit Leader. Provide for staff rest periods and relief. |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Coordinate return of all assigned equipment to appropriate locations and restock TMTS supplies. |  |  |
| Coordinate replacement of broken or misplaced items. |  |  |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. |  |  |
| Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements. |  |  |
| Upon deactivation of your position, ensure all documentation and HICS forms are submitted to the Operations Section Chief |  |  |
| Work with Planning Chief and Finance Sections to complete cost data information. |  |  |
| Debrief Section staff on lessons learned and procedural/equipment changes needed. |  |  |
| Submit comments to the after action report. |  |  |
| Participate in stress management and the after-action debriefings.  Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| Incident Action Plan  HICS Form 207 – Incident Management Team Chart  HICS Form 213 – Incident Message Form  HICS Form 214 – Operational Log  TMTS organization chart  TMTS telephone directory  Radio/satellite phone – phone numbers and radio assignments  Local resources |